

State of Alaska

Legislative Affairs Agency

Building Manager, Maintenance

State Capitol Room 12 ~ Juneau, AK 99801-1182 ~ Phone (907) 465-3708



Capitol Key Procedures

1. The keying system in the State Capitol Building, Terry Miller Building, Thomas Stewart Building, and Legislative Finance Building are restricted key-ways; keys cannot be duplicated locally. Keys are stamped with a number to deter duplications and ensure that our key database is correct. As a security precaution, keys are not stamped with a building name in case a key is lost or misplaced.
2. Legislators and staff should visit the Building Manager's office to sign for and receive a proximity card and an office key, plus a key for any committee rooms with which they are associated.
3. Staff personnel may pick up keys for Legislators and themselves after Maintenance has received authorization from Personnel that they are on payroll. Staff may not pick up keys for co-workers.
4. Keys may not be transferred to another person without going through the Building Manager's office for re-assignment.
5. Lost keys and proximity cards must be reported as soon as possible to the Building Manager's office for security purposes.
6. On or before the last day of employment, any employee coming off payroll must return all keys to the Building Manager's office. A \$25 fee will be deducted from an employee's final paycheck per each unreturned key. **Those who know they will be returning to the employment of the Legislature still need to return their keys when they go off payroll. No exceptions.**
7. Duplicate keys will not be issued.
8. Master keys are assigned to managerial staff only, and must have the approval of the Building Manager or the Executive Director.